

**Distribution List:  
PLEASE POST**

Tom Graham  
Dave Henshall  
Linda Underwood  
John Wakefield  
Alison Bain  
Jude Shugar  
Dawn Sawchuk  
Jacob Hall  
Janice Shields  
Angie Gray  
GISS, SIMS, SSE,  
Fernwood, Fulford,  
Phoenix Elem,  
Phoenix Place,  
Galiano, Mayne,  
Pender, Saturna,  
Maint Shop, SBO

**Gulf Islands School District No. 64  
District Joint Health & Safety  
Committee  
Minutes  
May 8, 2018  
SBO Boardroom**

**Present**

Tom Graham (OHSS & Chair Person)  
John Wakefield (School Trustee Rep)  
Jude Shugar (P/VP Rep)  
Alison Bain (Teacher Rep & Chair Person)  
Janice Shields (CUPE Rep)  
Dawn Sawchuk (Recorder)

**Absent**

Linda Underwood (HR, Admin Rep)  
Jacob Hall (CUPE Rep)  
Angie Gray

**Meeting Called to Order: 2:40pm**

**REVIEW**

**Adoption of Agenda – done**

**Review of April Minutes**

- Changes made and approved
- Dawn to updated all minutes in different layout for posting and distribution.

**Injury and Near Miss Summary Review**

- Tom to inquire about injury report information.

**Action List Work Orders Review – work order 31890 complete**

- Reminder to mark Priority to Safety on work orders.
- Tom will look in to window glass wire.

WOID	Status	Descriptions	Request Date	Completion Date	Requester	AssignedTo	Location	Craft
32639	Complete	replace fencing at east end with steel handrails	13-03-2018	14-03-2018	Dave Henshall	Contractor, Fencing	SSE	Welding
32663	Work In Progress	Install seismic window film to finish installation	16-03-2018		Dave Henshall	Contractor, Window Film	Fulford	
32670	Work In Progress	Install seismic window film to finish installation	16-03-2018		Dave Henshall	Contractor, Seismic Non Struct	GISS	
32671	Work In Progress	Install seismic window film to finish installation	16-03-2018		Dave Henshall	Contractor, Seismic Non Struct	SIMS	
32672	Work In Progress	Install seismic window film to finish installation	16-03-2018		Dave Henshall	Contractor, Window Film	SIMS	
32673	Work In Progress	Install seismic window film to finish installation	16-03-2018		Dave Henshall	Contractor, Window Film	SSE	
32674	Work In Progress	Install seismic window film to finish installation	16-03-2018		Dave Henshall	Contractor, Seismic Non Struct	SSE	
32677	Work In Progress	Install seismic window film to finish installation	16-03-2018		Dave Henshall	Contractor, Seismic Non Struct	Fulford	

**OLD BUSINESS**

**A- Accident Investigation report for past year -**

**B- Radon Report - Pending**

C-PDF combining docs (housekeeping) -

**NEW BUSINESS**

A- Discussion of Constitution – review Constitution in File 2017/2018

**Meeting Adjournment:** 3:24pm

**Next Meeting:** June 12, 2018 SBO Boardroom